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ABSTRACT

Project WORK was developed by San Diego State University and San Diego City Schools in California to prepare young people with disabilities for work and life after high school. The program teaches employment skills; supports students in their first work experience; works with students and their families to plan for the student's work and life after graduation from high school; provides vocational preparation skills and transition services; and provides paid employment opportunities, ongoing job site support, and adult agency support. The program's four main components are parent support and parent workshops, job skills classes, job development and support, and linkages with community agencies. This pamphlet for parents describes the four program components, explains what is involved in the initial home visit by family support specialists, outlines the cooperative role of the California State Department of Rehabilitation, lists documentation needed for employment, and notes the value of job-related record keeping. (JDD)

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INTRODUCTION TO PROJECT WORK

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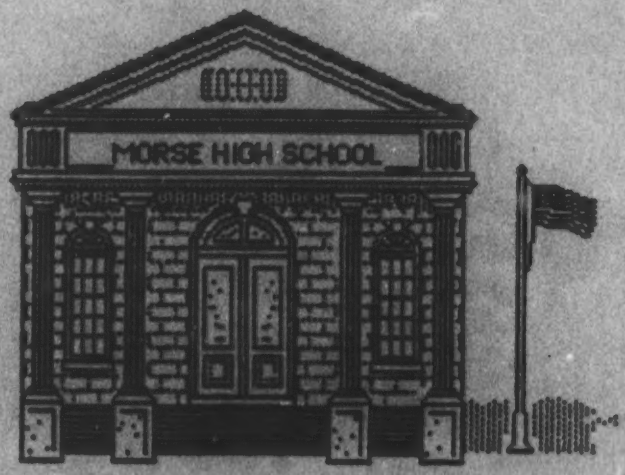
FAMILY BOOKLET



Information for Families of Project WORK Students

San Diego State University and San Diego City Schools

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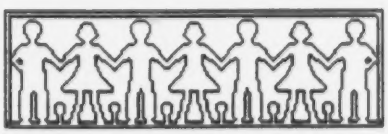
BEST COPY AVAILABLE

Your son/daughter has been selected to participate in Project WORK. The Family Support Specialists at Project WORK developed this booklet to provide families with an overall awareness of all aspects of the program's content.



What is Project WORK?

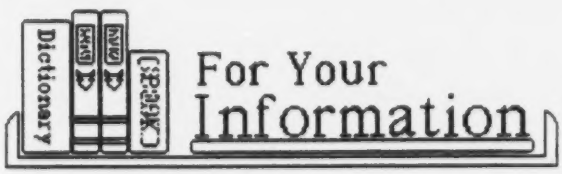
Project WORK is a program conducted by San Diego State University and San Diego City Schools. The program helps to prepare young people with disabilities for work and life after high school. There are four main parts of the program. Each is discusssed in this booklet.

1. **Parent Support and Parent Workshops.**

2. **A Job Skills Class for Students.**

3. **Job Development and Support.**

4. **Linkages with Community Agencies.**



The Purpose of Project WORK

To Prepare Young People with Disabilities for the Working World and Adult Life by:

1. Teaching students important skills to secure and maintain employment.

2. Supporting students in their first work experience by helping them find a part-time job and be successful at their job.

3. Working with students and their families to plan for the student's work and life after graduation from high school.

4. Providing vocational preparation skills and transition services for students with mild disabilities who are transitioning from school to the world of work.

5. Providing paid employment opportunities, on-going job site support and adult agency support to students and families.

Training and job placement is done by the Project WORK team. This team includes teachers, family support specialists, job coaches, a school vocational rehabilitation counselor, a counselor from the Department of Rehabilitation, and the Project WORK director.

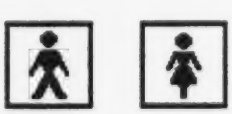
1. PARENT SUPPORT and PARENT WORKSHOPS

Parents will be invited to attend a workshop for families. The family support specialists plan and coordinate this annual workshop. The family support specialists are also available to help parents gain insight and information regarding early referral to adult agencies, self-advocacy, and general support. Their telephone numbers are listed in the back of this booklet.

The Parents' Workshop includes activities to inform parents about Project WORK. It also gives parents the chance to meet other families of Project WORK students. The workshop includes lunch. Also, a stipend is paid for attending.

Workshop activities include:

- A panel of Project WORK student speakers
- A panel of Employers of Project WORK students
- Activity: What is it like to have a learning disability?
- Discussion: Parents Concerns and Issues
- Overview of the Job Skills Class and Meeting the Project WORK staff.



2. JOB SKILLS CLASS

Your son/daughter will take a Job Skills class at the high school. High school credit is earned for this class.

Class Goals

The goal of the Job Skills class is to provide students with an opportunity to develop skills needed to secure and maintain work in the community. Based on each student's individual needs, a level of training, assistance, and support will be provided for each student to enable him/her to secure paid employment as well as live independently in the community at large.

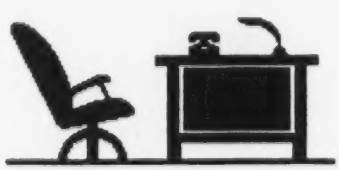
Major Areas of Concentration

1. Personal/Social Skills
   - A. Communication Skills
   - B. Getting Along With Supervisors/Co-workers
   - C. Handling Praise and Criticism
   - D. Appropriate Personal/Ethical Behavior
   - E. Punctuality, Dependability, and Attitude
2. Preparation For and Placement in Paid Employment Sites
   - A. Career Exploration
   - B. Job Seeking Skills
   - C. Vocational Training
   - D. Job Placement
   - E. On-the-job Support and/or Job Coaching
3. Independent Living Skills
   - A. Mobility Training
   - B. Domestic Planning
   - C. Use of Leisure
   - D. Health & Safety

EXPECTED OUTCOMES OF THE JOB SKILLS CLASS

Upon completion of the Jobs Skills Class, all students will demonstrate knowledge and/or ability to:

1. Maintain appropriate personal hygiene.
2. Relate appropriately to peers/co-workers.
3. Relate appropriately to adults/supervisors.
4. Relate appropriately to family members.
5. Identify his/her career interest.
6. List career opportunities in his/her area.
7. Conduct a personal job search (with support if needed).
8. Complete job applications correctly and neatly.
9. Identify at least three persons to use as references on a job application and seek their permission to do so.
10. Develop a resume for job seeking purposes.
11. Interview appropriately for a job.
12. Know critical factors of keeping a job.
13. Observe and follow safety rules.
14. Know how to ask for assistance on the job.
15. Know how to follow instructions on the job.
16. Complete job assignments accurately, completely, and in a timely manner.
17. Know how to appropriately resign from a job.
18. Identify available sources of transportation in the local area.
19. Interpret and use public transportation schedules and routes.
20. Be an effective advocate for him/herself.



3. JOB DEVELOPMENT AND SUPPORT

Your son/daughter will receive guidance in finding job openings and applying for jobs from a Project WORK **job coach.** The job coach will work with your teenager to help him/her find a job. Job sites may include a local grocery store, movie theater, office, hospital, fast food restaurant, or retail store.
Once your son/daughter has a job, the job coach will keep in touch with the employer to assist with any problems that may occur. If you have any questions or concerns.regarding your child's job, you can contact the his/her job coach.

4. LINKAGES WITH COMMUNITY AGENCIES

There are many agencies which can provide support for your teenager to live independently. Some examples include:

- The State Department of Rehabilitation
- Regional Center
- Vocational Educational Programs in high schools
- Community College Programs
- Mobility (Transportation) Training.

These agencies should be contacted at least two years before your child graduates from high school. Project WORK staff can assist you in obtaining needed services.

THE INITIAL HOME VISIT

Family support specialists make an initial home visit with each student's family to explain the goals of the project and to solicit parent support. At this time, they obtain parents' signatures required for school and working in the community.
These forms will be brought to the initial home visit:

1. **Activity Form**
   Your child may go on out-of-school activities as part of the Job Skills Class. These activities may take place during school hours, so parental permission is needed for children under age 18.

2. **Release of Information**
   Your permission is needed before the school can release any information to an outside agency. Students age 18 and older can sign their own release form.

3. **Permission for Testing**
   Some testing may be needed if your child applies for services from an outside agency. This form allows Project WORK staff to test your child for eligibility purposes. Project WORK follows all state and federal regulations for testing students.

4. **Transportation Training**
   Your child may receive training in how to use the public transit system. Your permission is needed for this training.

5. **Publicity**
   Because Project WORK is a unique program, some publicity may be desired. For example, photographs of your child at his/her job or in the classroom may be taken to show others about Project WORK.

6. **Parent Questionnaire**
   Parents' perspective of their child's abilities is obtained.

THE STATE DEPARTMENT OF REHABILITATION

Project WORK, San Diego City Schools, and the California State Department of Rehabilitation have a cooperative agreement. A rehabilitation counselor with the Department of Rehabilitation will provide vocational assessment and job support assistance to Project WORK students.

The Department of Rehabilitation offers services to help students secure employment. Services include: transportation expenses, work clothing, work training expenses, job placement assistance, job start-up expenses, reader & interpreter services, counseling & family services.

The family support specialists will bring you the application and other paperwork that are needed. These forms are listed below.

Forms For the Department of Rehabilitation

1. Application for Rehabilitation Services
2. Student Information Sheet
3. Health Questionnaire
4. Release of Information

A Medical Exam Is Required.

The Department of Rehabilitation will send authorization papers to your son/daughter to visit a physician for a routine physical evaluation, at no cost to the parent. It is a requirement that a parent accompany the child to the exam. This exam is very important; the Department of Rehabilitation cannot provide services without it.

DOCUMENTATION NEEDED FOR EMPLOYMENT

Project WORK staff assist students in obtaining the paperwork needed for employment. These documents are listed below.

1. **Birth Certificate**
   Obtained from the state/county office in which the student was born.

2. **State Identification Card**
   In California, a state identification card can be obtained from the local Department of Motor Vehicles.

3. **Social Security Card**
   Application for Social Security card is obtained from the local Social Security office.

4. **Work Permit**
   Obtained from school counselor or employer. A Work permit is needed only for students who are 17 years old or younger.

5. **Bus Pass**
   A bus identification card and bus passes are purchased at the Transit Store.

JOB-RELATED RECORD KEEPING

Job-related record keeping is not mandatory, but good records make looking for a job much easier. It is helpful for your son/daughter to have a folder to hold all job application and work history information. This folder could be used to store:

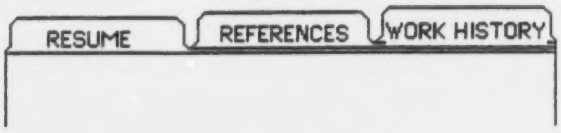
1. **Resume.** Copies of a current resume.

2. **References.** A list of 2-3 references including name,address, and telephone number.

3. **Work History Information.** A sample form is on the next page.

4. **Documentation** needed for employment.

   A. Original birth certificate
   B. Social Security card
   C. Work permit (if under 18)
   D. Copy of California ID card



WORK HISTORY INFORMATION

(Complete one form for each job held.)

Your Name _____

Name of Employer _____

Address of Employer _____
Street # Street City State Zip Code

Telephone Number _____

Supervisor's Name _____

Start Date _____ End Date _____
Month/Year Month/Year

Reason for Leaving _____

Title of Your Position _____

Wages ($_____/hour)

Job Duties. (Describe what you did. List any tools/equipment used.)

_____

_____

_____

_____

Project WORK Personnel

San Diego State University and Morse High School

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Professor of Special Education
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Tammy Toensing (619) 594-2462

JOB SKILLS TEACHER
Colleen Harmon, Teacher (619) 262-0763
Linda Espy, Teacher Assistant

JOB COACHES
Sheelagh Moran (619) 594-2462
Susie Sovereign (619) 594-2462
Ken Croft (619) 594-2462

VOCATIONAL REHABILITATION SPECIALISTS
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San Diego City Schools (619) 594-2462

Vocational Rehabilitation Counselor
California Department of Rehabilitation

MORSE HIGH SCHOOL ADMINISTRATORS
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PROJECT MANAGERS
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